

Subject Code- 4269

**M.C.A. (First Year) EXAMINATION**

(5 Years Integrated Course)

MCA-106

**COMMUNICATION AND PRESENTATION  
SKILLS**

*Time : 3 Hours*

*Maximum Marks : 50*

**Note :** Attempt any *Five* questions. All questions carry equal marks.

- 1 How do Communication skills help in becoming an effective executive ? Bring out important pre-requisites of communication skills.
- 2 Discuss the important points that are to be taken care of while participating in a meeting as convener and as a member.

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3. What factors are kept in mind while preparing a public speech ? How will you carry out audience-analysis while delivering a speech ? Discuss
4. How does the model of communication apply to non-verbal communication ? Discuss with illustrations the role of body's physical movements in effective communication.
5. What are different visual aids in communication ? How can they be used to assist in communication and how can they often be a barrier in communication ? Discuss.
6. What are the important features of power point ? Explain the procedure of preparing a presentation on power point.
7. What are the important elements and formats of a resume ? Draft your own resume using only assumed name.
8. What are the different types of reports ? Discuss the contents of a large size report with special reference to its presentation.